Memorandum
TO: All Historic Resource consultants
FROM: Bill Macintire, Survey Coordinator
DATE: February 5, 2007
RE: Revised Historic Sites Survey Form and Procedures

This memorandum outlines several important changes to the Kentucky Historic Sites Survey process. As the world moves into the digital age, the survey program must as well. For some time now, we have accepted digital photography. Newly-added codes have made the survey more responsive to a greater range of historic resources, and paper maps have been completely replaced with GIS data stored on a server. We are currently revising the Kentucky Historic Resources Survey Manual to incorporate new technologies, moving forward with improved data management procedures, and making the survey more responsive to a greater range of historic resources such as cultural landscapes, structures, objects, and non-domestic buildings.

Although these changes present great challenges, exciting new opportunities and understanding of Kentucky's historic resources will arise from improvements to the gathering and processing of survey data. Because of these changes, new procedures are required to ensure that the historic sites survey remains current and accessible.

Site ID Numbers

We have had occasional problems with submission of duplicate inventory numbers for separate properties. Before you assign survey numbers to properties, it is critical that you contact the data manager for site numbers to be assigned to your project. The duplicate number situation typically arises when one person continues numbering sites beyond their assigned block of numbers; meanwhile, someone else has been assigned numbers with the same prefix. If you finish using the survey numbers than you were assigned, do not continue numbering sites before contacting the data manager or the survey coordinator a second time for more numbers. If you have unused numbers when you finish a survey, please let us know no later than the end of the project, so that those numbers may be reassigned. If you turn in forms with unapproved or duplicate numbers, these forms will be returned to you and you will have to re-number these survey forms both on the forms and in any related reports or nominations submitted to us.

Survey forms

Attached you will find a copy of the Kentucky Individual Buildings Survey form (KY 2007-1). This form must be used from this point until further notice. An MSWord version is available at our website. Earlier versions of the survey form may be rejected by this office. We are in the process of developing a landscape survey form, a barns/outbuildings form, and a structures/objects survey form. We are no longer accepting group or intensive survey forms. In the meantime, use the buildings survey form. Some of the codes that will be used on the new forms are currently active, and may be coded on the building survey form. Attached you will find printed directions for completing the building survey form. These replace the directions in the existing Kentucky Historic Resource Inventory Manual. You will find several code options, such as some of those under function and floor plan, which were not available in the existing survey manual.

Survey and National Register

When you are completing a National Register project, you must assign the property or properties a survey number and complete a survey form(s). The submission of this survey form must happen with the submission of the first draft of the National Register nomination for review. If the property is already in the survey, you must complete a new form if the original form is more than 10 years old, or if substantial changes have occurred to the resource since the earlier survey. Without survey forms, your nomination will not proceed to the Kentucky Historic Preservation Review Board.

Submitting Survey Forms

Surveys initiated after the date of this letter must be completed using form KY 2007-1. Continuation sheets may be attached. Each continuation sheet should have the site's survey number in the header.

For surveys which are associated with a report, it is very important to include the report reference in the space provided on the form under Category 10: Report Reference. Survey forms of multiple pages should be stapled together in the upper left-hand corner. We ask that you not submit individual file folders with each survey form.

Most survey projects include some sort of a report, but in some cases, survey forms will be submitted on their own, as is often the case with a National Register nomination. If you are submitting survey forms that are not accompanied by a report, please include a cover letter with the forms. This cover letter should state clearly what project the forms are being submitted for, to whose attention they should be directed, and what response, if any, is needed from this office. Attachments to the cover letter should include a map of the project area, including the information of how many acres or square miles the area contains, a photo index, and any sleeved negatives or discs.

Photographs

Negatives and digital files:

Photographs on black and white silver-based film, 35mm or larger format, are still accepted. The negatives must be submitted in archival, three hole-punched sleeves to fit standard binders. Sleeves must be labeled with the roll #, project name, date, photographer's name, and project number, if applicable. An accompanying photo index should be submitted for both digital and film photography. In the rare event that you are submitting color slides, these should also be sleeved in archival, three-hole punched notebook sleeves, and each slide labeled with site number, county, date, photographer, and a brief description of the subject.

Digital photography may be submitted. Copies of all digital photograph files must be submitted on good quality CD-R or DVD-R media. Do not use rewritable media. Each disc must be write-protected after recording so that it may not be overwritten. Check the disc after you have recorded and labeled it to be sure it is readable. Label the disc with the project name, date, county, photographer's name, project number if applicable, and some indication of the sites that are included, e.g., "JS 500-569." Keep backup copies of all photographs.

Photograph files should be named in this manner: CountyCodeSiteNumber_Photo Number.

For example, three photographs of the Gardner house in Hart County would be HT301_01, HT301_02, and HT301_03. Features at a site that have subnumbers, such as outbuildings, are named accordingly: CountyCodeSite NumberSubNumber_PhotoNumber, thus photographs of a barn at this site would be named HT301.1_01, HT301.1_02, etc. Optional file naming conventions allowable include a site name and photographer's initials: HT301_gardner_wjm_01, HT301.1_barn_wjm_01, etc.   All pictures should be rotated so they are right side up. Images of poor quality (unless they add important information) or redundant images should be deleted.

Prints

For digital photographs, proof sheets with captioned (include the file name) thumbnail images at least 2 inches wide or larger of all digital photographs associated with the site must be submitted as continuation sheets to each survey form. Archival quality prints may be substituted. For film photographs, contact sheets or prints should be attached. All prints other than thumbnails or contact sheets should be in clear notebook sized print sleeves.

Mapping

We currently map survey project areas into a GIS database and are keeping track of how much area has been surveyed annually. For these reasons, we need a map showing the project area and an estimate of total project area acreage to be submitted with each project. Please include this with your project report or cover letter.

For the mapping of individual sites, we no longer need submission of paper USGS quadrants showing surveyed sites. Instead, on the map space on the back of the survey form, or on a continuation sheet, attach or insert a detail of the location of the resource plotted on the USGS map. Use 7.5-minute quads for the rural areas and 3.75-minute Digital Ortho-Photo Quads or NAIP/FSA color imagery (aerial photos) for urban areas. These can be accessed free of charge from "The Commonwealth Basemap" internet mapping site (http://kygeonet.ky.gov/tcm/viewer.htm), or hard copies can be purchased from the USGS (http://www.usgs.gov/). The exact symbol or aerial representation of the resource should be circled and the resource number clearly written next to the site (you may do this by hand or use imaging software to label the maps). To print or copy a map from this web site, turn off the pop-up window blocker in your browser, click the print icon on the toolbar, then click the "create print page" button in the bottom of the window. This will create a pop-up print page of the map. You can also right-click on the map in this pop-up window to save it as a jpeg image.

We encourage you to include other optional maps such as large-scale city maps, planning maps, Champion city maps, or updated Sanborn maps as additional data. However, these maps are not acceptable as the required map of the resource, as they do not provide us with the appropriate data for entry into our GIS database. Finally, identify the source, scale, and compass direction clearly on the map.

Determining UTM #s with the Commonwealth Basemap

UTM #s are easily calculated using the Commonwealth Basemap web page. Once you have found the location of your surveyed site, select the "point locator" icon - the icon is a black cursor pointing to a yellow highlighted black dot - then click on the point for which you would like to calculate UTM numbers. This will open a pop-up window with several different coordinate sets that represent the

same point on the map. For the survey form, enter the UTM numbers (for zones 16 or 17) listed under the NAD 27 column.

These changes will allow us to improve the data and services that the Kentucky Heritage Council provides to preservation consultants and to the public. Thank you for your cooperation and understanding as we implement these new survey procedures. To be more responsive to surveyors needs, we welcome any and all comments regarding changes and additions to this process. Should you have any questions concerning the new procedures and policies, please feel free to contact survey coordinator Bill Macintire at bill.macintire@ky.gov. We look forward to working with you in 2007!